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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 24 September 1953

FROM : Chief, Intelligence Training Division

SUBJECT: Weekly Report

Submitted herewith is the report for the week ending 25 September:

1. We have made arrangements to start BIC(I) #14 in the R&S Auditorium on October 5th.

2. [] and I attended a meeting of the OSI Career Service Board on September 17th to discuss training courses for personnel of that office. The members of the board were all in favor of suitable officers attending intermediate type training courses at such time as we could schedule them. From the experience of the Pilot Course which we conducted a few months ago, the board members believed that a full-time course of approximately two weeks would suit their requirements. I agreed to submit to OSI a proposal for a course of this length and to discuss the times when we could schedule future training.

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3. [] met with the members of the Intelligence School Staff last Tuesday to discuss the revised training evaluation form. We believe that several improvements have been made in the form. We shall be using the revised version for our evaluation reports on the trainees of BIC(I) #12.

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4. Dr. Allan Evans, Director of the Office of Intelligence Research, Department of State, and Major Heath Bottomly of The Joint Staff, have been speakers from outside the Agency during the past week.

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5. [] reported for duty in this Division on September 21st. I have asked [] to familiarize himself with the Basic Intelligence Course and to develop some ideas for intermediate level courses which could be proposed to the offices of the Agency interested in additional training.

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6. The Reading Improvement Branch currently has 132 students enrolled in eight training classes. The Chief of the ORR Reading Panel, [], enrolled in the Reading Analysis Program on September 23.

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